

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING DECEMBER 7, 2016 MINUTES
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1.0 Opening Procedures

1.1 The meeting was called to order at 7:30 p.m. by Board President Panzarelli, in the Keyport High School Cafeteria, 351 Broad Street.

1.2 Flag Salute

1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

Members of the public wishing to address the Board of Education on both agenda and non-agenda items must state their name, address, and are requested to limit their comments to five (5) minutes when it appears the public comment portion of the meeting may exceed thirty minutes duration

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

1.4 Roll Call

Mr. Bright (absent)	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning (absent)	Mr. White

Student Council Representative: Shayna Grandon and Andrew Figueroa

**Union Beach representative abstains on all matters other than matters relating to Keyport High School Union Beach students.*

1.5 Student Council Representative Report – available at regular meeting

2.0 Presentations –

2.1 District Goals Update – progress on district goals presented by the Administrative Team.

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2.2 FY16 Audit by Suplee, Clooney & Company presented by Robert Swisher

Mr. Rapolla presented a corrective action plan for one finding related to Capital Outlay classification

3.0 Election Results

3.1 Official Results of the school election:

Keyport BOE (Full 3-Year Term)

	<u>Vote Count</u>
Courtney White	1,516
Elena Malinconico	1,567
Cecil Bright	1,485
Write In	298

Keyport BOE (1Yr Unexpired)

	<u>Vote Count</u>
Alfred Litwak	1,528
Write-In	120

4.0 President’s Remarks

- Mrs. Panzarelli thanked the Administration Team for a wonderful goal update. She was impressed with data.
- Mrs. Panzarelli thanked the Dino Lambros Foundation for the Science Lab donation.
- Teacher of the Year nominations are online.
- Good luck to the winter sports program.
- Thank you to Keyport Football Alumni Association for the celebration after the playoff game. Mrs. Panzarelli thanked Ken Krohe for volunteering his time to open the building.
- Mrs. Panzarelli spoke of her attendance at a meeting on transgender policies.

5.0 Communications – Dr. Savoia

5.1 Ann Murray submitted her letter of retirement on December 1, 2016, effective June 30, 2017. Resolution 12.3.

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- 5.2 The Key requested the Board to purchase an ad in the Keyport High School yearbook. Cost for a full page ad: \$275. Resolution 10.7.

6.0 Public Participation – Agenda Items

- Ed McNamara, 76 Maple Place, stated he would like to see the data produce better test results. He feels test results have not improved.
- Liz Dinnigan, 215 First Street, stated the following:
 - She suggested that information should be put on Facebook.
 - Cancellations should be communicated through technology tools.
 - She would like to know specific math skills her child needs to improve on.
 - She would like to see nurse send home notices to whole grade when lice is in a class.
- Jennifer Williams, 67 Church Street, stated the following:
 - She has not seen communication from the district appear on Twitter.
 - She would like to see more messages sent to parents via texting.
 - She asked if students are taking benchmarks prior to PARCC.
- Ruth Grabowski, 318 Broad Street, asked for the district website to be updated.
- Cerelle White, 90 Fulton Street, stated that Facebook and Twitter do communicate with each other.

7.0 Superintendent Report

- 7.1 Superintendent’s Report – Dr. Savoia spoke of the following:

- District Goals Presentation
- HIB Reports
- Union Beach Athletics/Wrestling
- College Acceptances
- Scholarship Applications
- NJSBA
 - The Ten Things Every School Board Candidate Should Know Before Taking Office www.njsba.org
 - Transgender Workshop on December 1, 2016.
- Upcoming Events

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8.0 Board Secretary's Report – Mr. Rapolla

- The auditors presented the audit this evening. Overall the audit was very positive and the district is in a strong position.
- There is one finding which resulting in a correction action plan. Capital Funds were misbudgeted into Fund 11 instead of Fund 12. The corrective action has already taken place by the auditors reclassifying the expenses in the correct place for financial statement purposes.
- The district was proactive and tested for lead from three samples from each school and were pleased to get results showing no lead.
- NJDOE developed a mandatory testing program with the EPA. As a result of very formal guidelines which required testing by July 1, 2016, from every water fountain, kitchen sink, ice maker, etc.
- The district will be accepting a quote at the next meeting from Westchester Environmental Engineers, the majority of which will be refundable by the state.
- With Benny retiring, we are replacing the custodial position with someone in house who will spend half the day doing custodial work and the other half day in maintenance to do repairs on both buildings. We will be recommending Dominick Ivey for the position.

8.1 Motion to approve the following minutes:

November 16, 2016 Regular minutes

9.0 Buildings & Grounds – Mr. Rapolla

9.1 Facilities Update

9.2 Use of Facilities

10.0 Finance

10.1 Motion to approve the following resolution:

Be It Resolved that the financial reports of the Secretary to the Board of Education and the Cash Report dated October 31, 2016, which are in agreement, be accepted and submitted and attached to and made a part of the minutes of this meeting.

Be It Further Resolved that pursuant to N.J.A.C. 6A:23A-16.10(c)4 that after a review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended and that

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sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

- 10.2 Motion to approve bills for the month of December 2016 in the amount of \$TBD and supplemental bills for November 2016 in the amount of \$TBD.
- 10.3 Motion to approve the transfer of funds for the month of November as follows:

From	To	Amount
11-000-270-514-11-00-000 Cont Service Special Ed	11-000-270-513-11-00-000 Contr Serv (Bet. Home & School) (Adj. 32)	\$13,524.00
11-000-230-339-05-03-000 Appraisal Fees	11-000-230-530-11-00-000 Telephone/Postage (Adj. 34)	\$1,200.00

- 10.4 **Motion to accept the audit report. In accordance with Chapter 22A, PL 1951(NJSA 18A:23-1), within thirty days following receipt of audit (Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016), the Board of Education shall, at its regularly scheduled meeting to which the public is admitted, cause the recommendations of the auditor to be read and discussed and duly noted in the minutes. In the 2015-2016 audit, there was one finding.**
- 10.5 **Motion to approve the corrective action plan for the 2015-2016 audit, as per the recommendation of the Board of Education Auditor (to be attached to the minutes).**
- 10.6 Motion to approve instruction with Education, Inc. for student number 9246909326 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from November 18, 2016, through November 21, 2016.
- 10.7 Motion to approve the purchase of a full page ad in the Key, the Keyport High School Yearbook, at a cost of \$275.
- 10.8 Motion to approve Westchester Environmental to conduct mandatory drinking water lead testing assessment at a cost of \$5,830.

Quotes received from:

Westchester Environmental	\$5,830.00
TTI Environmental	\$7,432.50

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- Majority of cost is reimbursable from NJDOE

Motion was made to move items 10.4 to 10.5 by Mrs. King-Cote and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0.

11.0 Curriculum

- 11.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Savoia, Lisa	3/2-3/4/17	National Conference on Education	New Orleans, LA/52	\$2,094

(Mileage reimbursed in accordance with OBM regulations/negotiated contract)

- 11.2 Motion to approve the Elementary & Secondary Education Act (ESEA) Action Plan for 2016 PARCC Participation Rate and Assurances.

- 11.3 Motion to approve the following school trips:

Football Team Junior & Seniors	Food Pantry - Keyport, NJ
KHS Drama Club	Long Acre Theatre, NYC

12.0 Personnel

- 12.1 Motion to approve the following stipend position for KHS for 2016-2017 school year:

<u>Position</u>	<u>Name</u>	<u>Stipend</u>
TV Cable Station Manager	Chris Gander	\$1,554

- 12.2 Motion to approve the following Substitute Teacher for the 2016-2017 school year:

Tyler Anderson	County Substitute Certificate
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- 12.3 Motion to accept, with regret, the retirement of Ann Murray, Teacher of Mathematics, effective June 30, 2017.

- 12.4 Motion to approve Dawn Weg as a Leave Replacement for Kelly Ring, from January 3, 2017, to May 9, 2017, at a salary of \$55,354, Step 1; MA (prorated).

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- 12.5 Motion to approve Dominick Ivey as a full time Custodian/Maintenance Person beginning January 1, 2017, through June 30, 2017, at a prorated salary of \$33,667; Step 2 on KCMA guide with a \$1,000 maintenance stipend (prorated).
- 12.6 Motion to appoint William Torres as a full time custodian beginning January 1, 2017, through June 30, 2017, at a salary of \$33,167 (prorated), Step 1 on KCMA guide, pending criminal history check.

13.0 Policy

- 13.1 Motion to approve the following policy for second reading to be available to view on the district website after the second reading:

P2415.30 Title I – Educational Stability for Children in Foster Care

Motion was made to move item 13.1 by Mrs. King-Cote and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0.

14.0 Old Business

15.0 New Business

- 15.1 Negotiations Committee Meeting on January 4, 2017, at 6 p.m. and meeting with Administrators for negotiations on January 11, 2017, at 6 p.m.

16.0 Public Participation

17.0 Adjournment to Executive Session – None

18.0 Adjournment

- 18.1 Upon motion by Mrs. Malinconico, seconded by Ms. King-Cote, the meeting was adjourned at 9:33 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi